


## Add Employment Instance (Concurrent Hire)

Agencies may hire a current regular part-time employee into another part-time position if the percentage of time worked on all positions does not exceed 100%. However, there is an exception for classified exempt employees holding one or more unclassified teaching or research positions in a state education institution with appointing authority approval. K.A.R. 1-5-22


**How To:** Hire a regular part-time employee into another part-time position.


<b>STEP 1:</b>	Select the menu items in the following order: <b>Workforce Administration &gt; Personal Information &gt; Organizational Relationship &gt; New Employment Instance</b>
<b>Expected Results:</b>	Add Employment Instance page displays.
<b>STEP :</b>	Enter the <b>Employee ID</b> in the EmplID field and tab out. Employee Record Number field automatically updates to the next number.  Click 
<b>Expected Results:</b>	Work Location page displays with the new Employee Record Number, current date in the Effective Date field and Hire as the Action.
<b>STEP</b>	Change the <b>Effective Date</b> if appropriate.
<b>Expected Results:</b>	The field updates after tabbing out or clicking on another field.
<b>STEP :</b>	Select <b>Concurrent (Multiple) Position</b> from the drop down list next to the Reason field.
<b>Expected Results:</b>	Action/Reason displays
<b>STEP :</b>	Enter the position number
<b>Expected Results:</b>	Job title and other position related information display based on the position number entered
<b>STEP :</b>	Verify position data correctly defaults in Job Information and Payroll pages.
<b>Expected Results:</b>	Data is correct for the position number entered.
<b>STEP :</b>	Click on Salary Plan page. Step 4 defaults in for classified positions. Change if appropriate.
<b>Expected</b>	Due to default processing the Grade Entry Date and Step Entry

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**Results:** Date update after saving.

**STEP :**

Click on Compensation page. Click  to update pay rates based on the step entered on the Salary Plan page if a classified position.

If the position is unclassified, enter the NAHRLY in the Rate Code field and the hourly rate in the Comp Rate field. Click on  to update pay rates.


**Expected Results:** New pay rates display

**STEP :** Click on Kansas Information page. If classified position, verify that Probation defaulted into the Employment Status field and the End Probation Date is correct.

**Expected Results:**

**STEP :** Click on Benefits Program Participation page. Enter Annual Benefits Base Rate.

**Expected Results:** The Annual Benefits Base Rate is usually the same as the Annual Rate displayed in the Pay Rates area on the Compensation page

**STEP :** Click 

**Expected Results:**